


#45-2006

**VACANCY NOTICE****CS-376****For opportunities in RHODE ISLAND STATE GOVERNMENT**

REV (9/93)

Description of Position	<p>Title of Position: <b><u>Assistant Probation and Parole Administrator</u></b> Classification Code: <b><u>02827700</u></b>  Salary Range: <b><u>138A (\$64988-73708)</u></b> Reference Position No: <b><u>3330-10100-002</u></b>  <b><u>Children, Youth &amp; Families Juvenile Correctional Services</u></b> Application Period: <b><u>4/19/2006 to 4/25/2006</u></b>  Department or Agency Name Division—Section—Unit Location: <b><u>Statewide</u></b>  Assignment(s)/Comments: Restrictions/Limitations: <b><u>None</u></b>  Shift and Days: <b><u>Non-Standard</u></b>  Position Covered By Collective Bargaining Union Agreement Yes No <b><u>X</u></b>  Name of Bargaining Union: <b><u>Non-Union</u></b>  There is is not <b><u>X</u></b> a Civil Service List for this position See A/B or Both for Specific Instructions</p>
General Information To Candidate	<p><b><u>Instructions:</u></b>  A. <b><u>STATE EMPLOYEE LATERAL BIDDER:</u></b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please submit a letter “bid” noting your intention to bid, the position title and posting number (found on upper left hand corner of posting).  <b><u>Most important</u></b> – please include the following information:  • <i>The title of the position for which you are applying</i> • <i>Name of your department where you are currently employed</i>  • <i>Title of your present position and date you entered it</i> • <i>Your business telephone number</i>  • <i>Date you entered State service</i> • <i>Present Union Affiliation ***</i>  *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.  B. <b><u>NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</u></b>  If indicated above that no civil service list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters “N.A.” for Not Applicable. If you fail to answer all of the questions on the application form, you may delay consideration of your application.  C. <b><u>AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</u></b>  • <b><u>REASONABLE ACCOMODATION:</u></b>  If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.  • <b><u>MEDICAL INFORMATION:</u></b>  Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulation of the Americans with Disabilities Act (ADA).</p>
Statement of Duties	<p><b><u>DUTIES / RESPONSIBILITIES:</u></b>  To supervise and administer the Department’s Probation and Parole Function; to work with the community to design a system that is responsive to the needs of youth placed on probation as an alternative to incarceration and to design a system of after care services for youth returning to the community after incarceration; and to do related work as required.  <b><u>POSTED FOR LATERALS AND RECRUITMENT</u></b></p>
Minimum Education and Experience	<p><b><u>EDUCATION / EXPERIENCE/ SPECIAL REQUIREMENTS:</u></b>  <b><u>Education:</u></b> Such as may have been gained through: possession of a Master’s Degree from an accredited institution of higher education in Social Work, Criminology, Psychology, Education, Public Administration or a related field, which includes or is supplemented by extensive study of the principals and practices of probation and parole; and  <b><u>Experience:</u></b> Such as may have been gained through: fulltime employment in a responsible supervisory position in an agency performing social casework, rehabilitative or correctional functions;  <b><u>Or,</u></b> any combination of education and experience substantially equivalent to the above education and experience.</p>
Where To Apply	<p><i>Apply within the application period as shown on this announcement,</i> <b><u>NOTE:</u></b> Some state union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office <b><u>does not</u></b> assume responsibility for applications sent through the mail. <b><u>SEND RESUME or CS-14 Application to:</u></b>  Dept. of Children, Youth &amp; Families <b><u>Phone: (401)528-3681</u></b>  Office of Human Resources <b><u>Fax: (401)528-3680</u></b>  101 Friendship St., 2<sup>nd</sup> Floor <b><u>TDD: (401)222-5803</u></b>  Providence, RI 02903  Attn: Ellen L. Moan</p> 

**STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER**